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Page

21 Par. 11-Cont'd So Lee would probably be the place to specify such

21 Par. 13 - This paragraph is confusing. (1. External recipients of info copies may be indicated on all copies. 2. Form 10 may be used for recapitulation of the agencies to which copies and additional dissemination is to be made.)

22 Par. 15a - Do it necessary to put people names to attempt identification?
Par. 15b - Add "stamped in typed in (all capitals) below. . . ."
Par. 15c - What does this mean?

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23 Par. 16 - Provide date lines also.

23 Par. 17 - (1) Substance is incorrect - (see [redacted] should be updated.)
(2) Time guidance - see par. 3 of Figure 9.

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Page
24 Par. 18 - If we are going to have Par. on Staff Studies, it should be more detailed to be a useful guide, e.g., how is one set up?

25 (1) Does May 62 edition of Form 10 have to be used?
(2) Paragraph 4 - Why does this Memorandum not require signatures?
(3) Par. 4, last sentence - Name should be typed five lines below text.

26 (1) Note by dateline has been explained in text of Handbook and is not completely delete.
(2) May an Office Memorandum (3464) be used for interagency correspondence?
(3) Paragraph 3 - Does it really speed up the job sufficiently to warrant its use?
(4) Enclosure should be Attachment.

27 Par. 2 - "and write reasons for any additional distribution as determined by the originator."
Par. 3 - Combine last two sentences with above.

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Par.

28 "Need-to-Know" principle applies to classified material.

29 (1) Use a name and title.
(2) Approval line should be placed to left of left margin.

30 Distribution –
(1) Original and 1 – C/RB
1 – (Each internal Agency participant)
X – As required

32 General – (1) Ex Dir-Comp should be referred throughout this chapter – to mean O-DCI letterhead.
(2) Rather than repeat as much of what has already been covered would suggest opening statement to effect that "Letters and Memorandums for the signature of the D – D/D, Ex Dir-Comp, shall be prepared in accordance with Chapters II and IV except as otherwise provided below."

32 Par 1 – Include use of O-DCI letterhead when Acting DCI to sign.

32 Par. 2 – Delete – already covered.

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32,33 Par 3a - Delete - already covered. Refer to Chapter XI, Terms of Address and Titles — for format.

~~35~~ ~~Par 3c~~ Enclosures shall always be identified?

34 Par 3d - Each sentence is covered elsewhere - delete.

34 Par 3e - Delete first two sentences. Simply refer to Chapter XII.

34 Par 4a - Necessary?

34 Par 4b - How about double spacing memos to the President (Ch III, #7a)?

35 Par 4c - Provision for Acting Director already covered in pars 1 and 3f.

35 Par 4d - Attachments vs. Enclosures

35 Par 4f - Include under Chapter III, "Memos".

35 Par 4g - Ask O-DCI if they still want a "Brief" or whether they would prefer consistency by everyone using a "Memorandum".

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Page

35 Par 4 - (1) Applies also to DDS&T and Exec.
(2) Second sentence - "Forward the memorandum together with appropriate background comment, through the appropriate D-D-."

36 Para 4 b and c - Check out w/O-DCI.

38 Distribution - Add: "2-DD/X
1-AED* w/cy of basic
X-As required.

* Change C/DD, possibly to AED.

39 (1) Last para - Do courtesy copy Approval?
(2) Concurrence line should be moved down (see Figure 14) to the right.
(3) Revise Distribution:
Orig and 1-Addressee
1-ER (with basic)
1-Issuing Official
2-DD/X
1-DPR
X-As required

40 (1) Use task titles for addressee.
(2) Set up Dist, etc, at the end as in Figure 14 + 15 w/concurrence line.
(3) Distribution - Since this appears to be

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40 (Cont'd) a multiple addressee Memorandum for a/d/ copies for each addressee.

Distribution:

Original and 1 - (Director, NSA)
2 - (Director, FCC)
1 - ER
1 - ~~Signing Officer~~
2 - DDX (Concurring Officials)
1 - DDG
X - As required

41 Does D-DCI want to receive "Briefs" or "Memorandums"?

42 (1) "cc" for DDCI is no longer required.

(2) Distribution:

Orig. — (Action Office)
1 - ER
2 - DD/S
2 - A-C/CPD (1 w/ref.)
X - As required

43 Par 1 - (1) 3rd sentence - Combine with Par 3 (2) 4th sentence - Appropriate?

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48 Par 3a - Omit 1½ inches from left. a little high for TSC member?

49 Par 4 - Since this is no change from Secret or lesser classified document, why include?

51 Par 1 - Refer to Page 49.

52 Par. 2 - Refer to Page 49.

53 Par. 3 - Refer to Page 50.

56 Use more realistic example.

59 Par 1c - Revise. (1) Refering to internal & external correspondence (since copies will vary). (2) Originator line should be signed by operating official. (3) What is meant by last sentence?

59 Par. 2a (1) Unwieldy - give with par. 2c on page 60 and 61.

60 (2) Is this paragraph by itself appropriate here?

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60 Par 2b(1) - (1) should read, "(action is sent to the office which will take necessary action)".

(2) Last sentence - One copy if approved in O-DCI, two for DD/S, ? for other DDs.

61 Par 3c - Confusing. Receiving officials in office of origin re concurring officials

62 Par 3c - If name were typed above the word "you" required, would save much time in conforming signatures.

63 (1) Give paragraph a number.

(2) Of the addressees (presume this is to DD/X) the action office - Perhaps Mgt. Chief Distribution to read: Orig and 1 - (action office) with basis

2 - DD/X
1 - D/R
1 - O&C
1 - C/MS
X - As required

It's a figure! Fig 21

Also note that distribution will be shown on all copies.

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Page

70-85 Can this listing be reduced? e.g., how much beyond do you do away religious organizational identifiers? Need we read such an extensive list? Also, pg 69 notes vehicle eligible officials are entitled to "[illegible]" so why list them individually here & on 79 and 80? Military personnel?

86-87 Check this with O-DCI. Doesn't agree with current O-DCI instructions.

90 Required/revision.

92-96 Are these pages necessary since they are so elementary?

100 (1) Last paragraph ("Postage slips will be required when the originator of registered correspondence") is not required since Form 237 required for all Mail Messenger postage. (2) Check sentence in red revision. (3) [redacted] (4) Necessary to print return receipt?

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